

MINUTES
POCATELLO DEVELOPMENT AUTHORITY
MEETING
JUNE 12, 2024 – 11:00 AM
COUNCIL CHAMBERS | 911 N 7TH AVENUE

1: CALL TO ORDER, ROLL CALL, DISCLOSURE OF CONFLICTS OF INTEREST, AND ACKNOWLEDGMENTS OF GUESTS.

Chair Villarreal called the meeting to order at approximately 11:01 a.m. None of the members had disclosures.

Members present: Jeff Hough, Jim Johnston, Linda Leeuwrik, Kirk Lepchenske, David Villarreal, and Ruby Walsh.

Members excused/unexcused: Mayor Brian Blad, Fred Parrish, and Nathan Richardson.

Others present: Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, City of Pocatello Development Engineer Merril Quayle, City of Pocatello Attorney Jared Johnson, City of Pocatello PW Director/City Engineer Jeff Mansfield, MiaCate Kennedy, and other visitors.

2: MEETING MINUTES.

The Board may wish to waive the oral reading of the Board of Commissioners' meeting minutes and approve the meeting minutes held May 15, 2024.

It was moved by **J. Johnston** and seconded by **K. Lepchenske** to approve the Board of Commissioners' meeting minutes held May 15, 2024. Those in favor: J. Johnston, L. Leeuwrik, K. Lepchenske, D. Villarreal, and R. Walsh. Those against: none. Those abstained: J. Hough. Motion carried.

3. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.

The Board may wish to approve the monthly financial report, expenses and reimbursements.

It was moved by **J. Johnston** and seconded by **L. Leeuwrik** to approve the financial report, expenses and reimbursements as presented. Those in favor: J. Hough, J. Johnston, L. Leeuwrik, K. Lepchenske, D. Villarreal, and Ruby Walsh. Those against: none. Unanimous. Motion carried.

4: DISCUSS ELIGIBILITY RESULTS AND DISCUSS ECONOMIC FEASIBILITY STUDY.

The Board may wish to discuss the Eligibility results and provide direction to SB Friedman for the Economic Feasibility phase.

McLane noted this was discussed during the May meeting, and the Board needs to provide direction to SB Friedman to move forward with the feasibility study.

Johnston asked how the annexation on S. 5th Avenue would impact this agenda item. **McLane** stated that developing the annexation area to City standards will make sure services match City Code Standards. **Hough** noted that the County is directing building applicants to the City to build to City Code, so things are built congruently to City Standards and Code.

Leeuwrik and **Walsh** asked McLane for direction and asked how long the feasibility study will take to complete. **Geoff Dickinson**, of SB Friedman noted that a feasibility study takes six to nine months to complete all the phases of a feasibility study.

Villarreal noted that he visited all the district option areas, and noted the South 5th Corridor should be a priority, with current development movement and interest. Villarreal feels the studies should have been in the works already

to be prepared to respond to development demands timelier. **Leeuwrik** agreed with Villarreal that the South 5th Corridor should be first, but recommends the Downtown area should also be considered to start now.

Leeuwrik also noted the PDA does not like to have several URAs open at the same time. Some URAs should be closed before three new ones are opened. **McLane** noted that three districts will be closing in the next few years. IRG is looking to potentially closing the Naval Ordinance Plant District early and reworking the district to create a new URA District to include some areas along Pole Line Road that would potentially help benefit the area as a whole. Portneuf Capital District will close in a couple years as well; LD will submit an OPA for help with site cleanup and currently staff is preparing an RFQ for a potential design of the overpass that would complete this District. The Airport District due to its maturity and non-development, the fund is expended down mostly, and maybe worth closing this district now.

Walsh asked about the cost estimates for doing one, two, or three feasibility studies. **Dickinson** stated that each study's estimated cost is \$135,000.00, or approximately \$500,000.00 for the three studies. Once the study(ies) are done, there are more fees associated with legal review and these will be costly as well.

Hough would like to see one project get started now, before Legislation may change URA laws. **McLane** noted there are other processes after the feasibility study also.

It was moved by **J. Hough** and seconded by **R. Walsh** to authorize SB Friedman to proceed with the South 5th Corridor URA District Feasibility Study. Those in favor: J. Hough, L. Leeuwrik, K. Lepchenske, D. Villarreal, and Ruby Walsh. Those against: J. Johnston. Motion carried.

Dickinson noted if the eligibility study work sits, a refresher will need to be done. Field work would have to be redone. A shelf life for data of an area is about 9 months, a year is too long.

5: FISCAL YEAR 2025 BUDGET DISCUSSION. The Board may wish to discuss and approve the Draft Budget for fiscal year 2025.

Sparks noted the State requires the PDA to have a budget for a planning tool. Sparks increased the budget items by three percent, per the URA allocation assessment history. Administrative costs would be covered by the interest from investments. Money inclusions were allocated for the Portneuf LD OPA being created now and RFQ for the overpass design, the forecasted South 5th Corridor URA with the feasibility study, and the Northgate URA reimbursement to the City.

McLane reminded the Board the approved draft FY2025 Budget requires a public hearing, that will be published to be held on July 17, 2024.

It was moved by **J. Johnston** and seconded by **L. Leeuwrik** to approve the Draft Fiscal Year 2025 Budget with changes, and to schedule and Notice the Public Hearing for July 17, 2024. Those in favor: J. Hough, J. Johnston, L. Leeuwrik, K. Lepchenske, D. Villarreal, and Ruby Walsh. Those against: none. Unanimous. Motion carried.

6. CITY OF POCATELLO NORTHGATE URP REIMBURSEMENT REQUEST NO. 1.

The Board may wish to authorize payment of City of Pocatello reimbursement request no. 1 on the Northgate URP for work completed: 1) Northgate Interchange Agreement Amended Cooperative Agreement; 2) City personnel hours for construction, engineering, and inspection (CEI); 3) Olympus and Northgate Parkway signage and striping; 4) Labor costs for WTR003 (Water Facility Plan); and 5) Water Facility Plan, Murry Smith. (The request is included with Agenda 3 documents.

McLane noted that the Board may want to create an OPA that reiterates the Ordinance 3026, that was signed by all the entities that participated with the order of reimbursement. The Board agreed a redundant OPA was not necessary.

It was moved by **J. Johnston** and seconded by **K. Lepchenske** to authorize the reimbursement no. 1 to the City of Pocatello for \$635,612.11, per the Ordinance 3026. Those in favor: J. Hough, J. Johnston, L. Leeuwrik, K. Lepchenske, D. Villarreal, and Ruby Walsh. Those against: none. Unanimous. Motion carried.

McLane noted that at the current rate of allocations, all entities could be paid within five to six years, and this district may be closed early.

7. Calendar Review.

The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

Planning and Zoning Commission meeting is tonight at 6:30 PM.

8. Adjourn Regular Meeting.

With no further business, **Villarreal** adjourned the meeting at 11:44 a.m.

Submitted by: 
Aceline McCulla, Secretary

Approved on: July 17, 2024